

**ES&H COMMITTEE
QUARTERLY MEETING
August 2, 2001
9:00 a.m.– 10:00 a.m.
Minutes**

Present

Weyland Wong (Applied Technology/Division Safety Coordinator/Co-Chair)
Jim Triplett (Division Director/Chair)
Paul Barale (Software Engineering)
Jeff Cain (Design and Fabrication)
Barbara Davis (Deputy Division Safety Coordinator)
Bill Edwards (Systems Engineering)
Ed Lampo (Electronics Engineering)
Steve Lundgren (Mechanical Engineering)
Kam Tung (EH&S Liaison)

Absent

Tony Hansen (Engineering Sciences)
Paul Harris (Industrial Partnerships)

Guests

Patricia Thomas (AFRD)
Cynthia Jones (Committee Administrative Assistant)

Discussion Notes:

Weyland began by displaying a chart identifying committee members with their department affiliation and introducing everyone to the ES&H Committee Charter. He informed all members that they would be receiving a packet of information following this meeting. This packet will include the recent MESH (Management of Environmental Health and Safety) report, this committee meeting minutes, accident/injury information and documents relating this meeting.

A MESH review was conducted on June 1, 2001 and various Engineering Division work operations were evaluated and visited. There is a report of the findings as a result of these visits and review; it will be sent to all committee members. Weyland and Kam will be developing a plan for appropriately responding to the “observations” that were made as a result of the review. The response to the “findings” were presented to the Laboratory Safety Review Committee by Jim Triplett; to mention a couple;

1. Matrix population; “how to ensure their safety”? This should be addressed institutionally by the Laboratory
2. Method of review needs to be established for updating formal authorizations on a scheduled basis. Our AHD were not up to date; now they are.

Weyland said all areas of operation within the Division should identify any potential hazards and have controls in place. There is a formal document; Activity Hazard Document that should be used to document the highest potential hazardous operations or equipment. AHDs are written per each specific operation. AHDs must be renewed as needed to accommodate any changes in procedure and/or equipment use. Minimum annual updates are required. Reviews for completed update and renewal will be completed under our Self-Assessments program. New projects or any new work needs to be reviewed to identify hazards and the need for an AHD.

Notification of AHD process needs to be communicated to PIs, Supervisors, etc. and of the need for assessment.

Jim mentioned the MESH team visit at the Photo Fab area where they found a potential hazard; the eyewash was too far away from the chemical use activity. The activity was moved closer to the eyewash as a result of the finding in order to comply. This was the third finding.

The fourth finding had to do with identifying low-level hazards. There needs to be a more formal process for this. We will use the Hazards Equipment Assessment Review (HEAR) system. As Self-Assessments are made, an inventory of equipment; projects, hazardous activities and persons responsible will be made for each Engineering Division area.

Jim emphasized that safety information needs to be communicated to all relative parties and the committee is responsible for assuring this is done. He proposed that the ES&H committee members be invited to the next Dept. Heads meeting (Tuesday, August 14, 2001) so the Dept. Heads can be informed by the committee of the importance of communicating safety issues regularly. As well, criteria for regular safety meetings will be discussed and met.

Kam reported that IFA; (Integrated Functional Appraisal) is assessed tri-annually of the Division's work. The kick-off meeting will be the week of August 13, 2001 for the IFA team to assess physical operations and based on AHDs and Sealed Source Authorizations (SSAs).

Monthly inventories are made for sealed sources. SSAs are formally reviewed annually and will be included in our monthly self assessments.

Weyland presented the "Performance at a Glance" documentation and announced that this report will be presented to Jim Triplett on a monthly basis. This report will be included in the SER (beginning in September 2001) as well. The current report of July 1-31, 2001 was displayed.

As a result of this report Jim sent an email (August 1, 2001) to all Dept. Heads to emphasize necessary training that has not been completed within each department. The Division is currently at 90% completion; Jim stated that this is unacceptable and must be resolved as soon as possible.

Kam mentioned that a recordable incident is anything that requires more than First Aid. X-Rays are not considered recordable; however, modified or restricted work is recordable.

Bill suggested each committee member come up with how many meetings should be conducted within each group for their departments regarding safety issues. Jim asked the committee members to consider how safety guidelines will be communicated.

Jim asked that all incidents, safety updates or updated pertinent information be distributed to all committee members on a bi-weekly basis rather than only reporting during quarterly meetings.

ES&H meetings need full attendance since they are quarterly. If a member is unable to attend then a designate should be sent in their place.

Action Items

1. Distribute minutes and documentation to committee and department/project heads (Safety Review Committee Charter, recent MESH report, these committee meeting minutes, recent accident injury information, where to find criteria for AHD requirement and Engineering Division Safety Performance at a Glance.)
2. Safety committee to be in attendance at next Engineering Division Staff meeting to reinforce safety responsibilities and routine communications of safety guidelines, concerns and solutions (i.e., regular safety meetings).
3. Weyland to establish contact with Lisa Rebrovich to monitor (with safety in mind) what work activities are being introduced into the division as well as to reinforce review of work activities with other division safety coordinator for work performed by our staff matrixed to their work locations.
4. Distribute safety updates to committee members on a biweekly basis rather than once a quarter.
5. ES&H meetings need full attendance. If regular members are not available a designate should be sent in their place.

Meeting was adjourned at 10:10 a.m. Next meeting is scheduled for November 1, 2001 at 1:30 p.m. in B46A-1126.